

**JEFFERSON COUNTY
LOCAL EMERGENCY PLANNING COMMITTEE
UW-Extension
864 Collins Road
Jefferson WI 53549**

**Wednesday, May 16, 2012
Meeting at 1 p.m.**

- 1) **Call to Order** - The meeting was called to order at 1:04 p.m. by Paul Hable.
- 2) **Roll Call** – Asst. Chief Kraig Biefeld , Adam Bohs, Erin O’Brien, Kim Buchholz, Paul Hable, Donna Haugom, Richard Kassner, Ian Lehrer, Ryan Leslie, Chief Ray Madison, Sheriff Paul Milbrath, Gail Scott, Angela Swinehart. Introductions were made.
- 3) **Certification of Compliance with the Open Meetings Law** – In compliance
- 4) **Review of the Agenda** - Agenda was reviewed and approved as written.
- 5) **Citizen Comments** - There were no citizen comments.
- 6) **Approval of Minutes of February 16, 2012 Meeting Minutes**
Motion was made by Sheriff Milbrath, seconded by Scott, to approve minutes from the February 16, 2012 meeting as printed. Motion unanimously approved.
- 7) **Communications** - none
- 8) **Off-Site Review Update**
Buchholz reported that the following off-site plans will be updated during the first half of the plan of work. They are: Standard Process, Inc.; Netstle’ Purina; Tyson Food Products, Inc.; Nasco International Inc. and the Jefferson Countywide Farm Plan. Eaton Electrical will be the new plan; they have sulfuric acid in batteries.

The information for the update to the Countywide Farm Plan has been mailed to all landowners within the county. Mailing labels were obtained from the Jefferson County Land Conservation Office. Approximately 1,000 surveys were mailed; roughly 400 have been returned. Discussion occurred.
- 9) **State Request for Information from All County Hazmat Teams from 2007-2011**
Haugom read an email received from Steve Fenske. The email requested the Level B Hazmat Team provide information as to how many calls they responded to, how many calls they received, etc. during the period of 2007 to 2011. Haugom will work with the Hazmat Team to obtain and submit the requested information.
- 10) **Hazardous Materials Spills – Billing**
Haugom reported that there was a semi rollover that spilled 35 gallons of fuel on February 12. A \$930 invoice has been sent to Sunset Carthage for reimbursement. Frontier FS in Jefferson had a spill of 2 gallons of Roundup today. Bohs reported that it has been cleaned up.

Biefeld asked if anyone had information on a spill that occurred at a Lake Mills healthcare facility. It was his understanding that EMS responded and transported an individual due to a chemical spill. He will gather additional information and bring it back to the next meeting.

Hable asked about the status of payment from Commercial Pool & Spa. Haugom stated that it is still pending; no payment has been received to date. Haugom will contact the Bureau director to determine what actions can be taken. Haugom will also follow-up with Randi Milsap, General Council for Wisconsin Emergency Management, on the status of the case.

11) 2012 Plan of Work

a) Update LEPC By-laws

Haugom stated that the by-laws were distributed electronically to the committee prior to the meeting. She is not aware of any changes that need to be made at this time. Discussion occurred about elections of officers. This will be an agenda item for the next meeting. Motion made by Leslie, seconded by Madison to adopt the by-laws as printed. Motion approved.

b) Update LEPC Membership List

The membership list was distributed prior to the meeting. A couple changes were noted:

- Gail Scott – address should be 1541 Annex Road
- Chief Ray Madison – should represent the County Chief’s Association and phone number should be 262-490-2743
- Asst. Chief Kraig Biefeld – phone number should be 920-261-8812
- Add Ian Lehrer, Nestle’ Purina as an associate member

Motion made by Bohs, seconded by Scott, to approve the LEPC Membership List with corrections. Motion approved.

c) Update Procedures for Review of Hazmat Response Expenditures

Haugom stated that it has been the policy of this committee to follow 1989 Wisconsin Act 256 regarding how reimbursements to local agencies are made for expenses incurred in response to discharges of hazardous substances. Everyone received a copy of 1989 Wisconsin Act 256. Discussion occurred. Committee asked Haugom to investigate the possibility of the County adopting an ordinance regarding this matter. Haugom will speak with Phil Ristow, the County’s Corporation Council, and will contact other counties for their protocols. This will be an agenda item at the next meeting.

Motion made by Scott, seconded by Sheriff Milbrath, to adopt 1989 Wisconsin Act 256 as the LEPC’s committees as to how reimbursements are received. Motion approved.

d) Designation of LEPC Compliance Inspector

Motion made by Biefeld, seconded by Leslie, to designate the State compliance Inspector as the Compliance Inspector for Jefferson County. Motion approved.

12) Industry Reports

a) American Red Cross (ARC) – no one present to report

b) Salvation Army – Angela Swinehart gave a brief overview of the Salvation Army’s disaster teams. She will forward the disaster plan for Jefferson County to the Emergency Management Office. Salvation Army will be participating in the SIMCOM exercise; they will be providing canteen operations.

c) Wisconsin Hospital Emergency Preparedness Program (WHEPP) Region 5 – Hable reported that WI-trac, like E-sponder, has been really pushed for Wisconsin hospitals in the last few months. They have had a 70% response rate. Fort Healthcare has installed a backup water system and it is operational if the need arises.

d) Public Health – Gail Scott

Scott stated that her department:

- Continues to work on Special Population planning within the county. Watertown Hospital and Bethesda are now meeting regularly to discuss issues that surfaced at the workshop they attended. The next focus will be on schools and daycares.
- Will be rolling out the results of their Hazard Vulnerability Assessment in Juneau next week.
- Has attended trainings on how to Open a Red Cross Shelter and be a Red Cross Nurse.
- Will be participating in the SIMCOM exercise. They will go through their call out procedures for their staff.
- Are continuing to update their Emergency Operations Plan.

13) Correspondence – none

14) Set Time and Date of Next Meeting – The next meeting will be held on August 15, 2012 at 1 p.m.

15) Adjournment – Motion made by Madison, seconded by Bohs, to adjourn at 1:50 p.m.